

10.1.10

Product Safety Recall Procedure

1. DEL licensing staff will provide recall contact information to the licensee or director for the United States Consumer Product Safety Commission (CPSC).
2. DEL licensing staff will inform the licensee or the director of their responsibility to ensure that there are no items in the facility's licensed space that has been recalled.
3. Licensors will suggest that the licensee or the director regularly check information on the CPSC website or the toll free number.
4. Licensors will request that licensee or director sign a statement of provider responsibility.
 - a. DEL licensing staff will ensure that the licensee or director receive the Provider Statement of Responsibility.
 - b. DEL licensing staff will present the Provider Statement of Responsibility to facilities on their case load during regularly scheduled renewal or monitoring visits.
 - c. A new statement will be completed when the licensor becomes aware of a change of the licensee or a change in director.
 - d. Licensing staff will file the signed statement, or refusal to sign, in the facility file. Licensing staff will document receipt of the signed statement or refusal to sign in FamLink within 10 business days.
 - e. A new statement will be provided, filed and documented as part of the license renewal process. Refer to 10.9.1.16 Provider Safety Recall Statement for Equipment.
5. Licensing staff will:
 - a. Inform licensee or director on how to search for recalled items on the CPSC website or by calling the toll free number.
 - b. Provide the web address and phone number for CPSC in the information packet at provider orientation and at all renewal and monitoring visits.
6. State office staff will:
 - a. Maintain a link to the CPSC on the DEL website.
 - b. Post the title of the recall and the CPSC hyperlink to the Web site.